



**DISTRICT LEGAL SERVICES AUTHORITY, SPSR NELLORE DISTRICT**

LEGAL NOTIFICATION No.3/2026, DISTRICT SERVICES AUTHORITY, SPSR NELLORE DISTRICT, FOR THE DIRECT RECRUITMENT OF THE FOLLOWING POST UNDER THE ANDHRA PRADESH STATE LEGAL SERVICES AUTHORITY SERVICE RULES 1999, vacancies are subject to the outcome of the Writ Petitions No. 38445 of 2022. W.P 36801/2022. W.P 37081/2022, W.P 10602/2023. W.P.No.31684/2023, W.P.No.9500/2023. W.P.No. 9572/2023, WP.No.9576/2023, W.P.No.6248/2023. W.P 5777/2023. W.P 8931/2023, W.P 11177/2023, W.P.14454/2024. W.P 36153/2022, W.P 33739/2022, W.P 36959/2022. W.P. 21100/2023. W.P 27647/2022, W.P 18167/2023 and W.P 38169/2022

S.No.	Name of the post	Number of posts	Category for reservation Roster point
1.	Front Office Coordinator Division-III Category 4(d) Pay scale Rs.25,220/- - 80,910/-	01 (one)	Open Competition.

Applications are invited for direct recruitment of the above post under the A.P. State Legal Services Authority Service Rules, 1999.

The application will be available on the District Court official website of [spsrnellore.dcourts.gov.in](http://spsrnellore.dcourts.gov.in) from 13.01.2026 to 27 01-2026. The last date for receipt of application through registered/Speed post by 5.00 p.m. on 27-01-2026. No other modes of submission of application will be entertained.

The applications should be addressed to the Chairman, District Legal Services Authority, SPSR Nellore District (Principal District Judge, SPSR Nellore District) by mentioning on the top of the envelope as to the post for which the application is sent.

The detailed examination schedule for the posts, will be posted on the District Court official website [spsrnellore.dcourts.gov](http://spsrnellore.dcourts.gov). The applicants are required to visit the official website of [spsrnellore.dcourts.gov](http://spsrnellore.dcourts.gov). to keep themselves updated on all the steps/results until the completion of the recruitment.

Note:

1. Separate application shall be submitted for each category of post.

## **Educational Qualifications**

Sl.No.	Name of the Post	Qualifications Prescribed
1.	Front Office Coordinator Division-III Category4(d) Pay scale Rs.25,220/- - 80,910/-	Most possess in Graduation from a Recognized University in India. Possess Knowledge or qualification in MS Office/Libnre Office and web browsing and pass a proficiency test conducted by the appointing authority, in addition to the academic qualifications prescribed.

## **II. AGE LIMIT:**

To be eligible, the applicant must have completed 18 years and must not have completed 42 years as on 01.02.2026 as per G.O.Ms.No. 109, General Administration (Service-A) Department, dated 08.10.2025.

Provided that the upper age limit of 42 years is relaxable by 5 years in respect of the persons under Scheduled Castes/ Scheduled Tribes/ Backward Classes and EWS.

Provided that the upper age limit of 42 years is relaxable by 10 years for physically disabled persons.

Provided that the upper age limit of 42 years is relaxable as per Rule12(1)(C) Oof A.P. State and Subordinate Service Rules, 1996 for Ex-Servicemen.

## **III RESERVATION:**

1. The reservations in respect of Scheduled Castes. Scheduled Tribes. Backward Classes (A, B, C, D & E), Economically Weaker Sections (EWS), Women. Persons with Benchmark Disabilities hereinafter referred as PBD), Meritorious Sports Persons and Ex-Service Men shall be as per amended Rule 22 and 22-A of the A.P. State and Subordinate Service Rules.

2. The applicants, belongs to the category of BC/SC/ST/EWS/PBD/Ex-Servicemen/Meritorious Sports Persons, intend to avail reservation or age relaxation (as the case may be) shall choose the relevant category and enclose the necessary certificate.

## **IV DOCUMENTS TO BE ENCLOSED AT THE TIME OF SUBMISSION OF APPLICATION:**

1. The applicants shall enclose certificates (duly attested by Gazetted Officer) of academic and technical qualifications such as pass certificates, Original Degree, certificates evidencing date of birth and community certificate issued by the Competent Authority. In case they intend to avail reservation under SC.,ST., BC. (The certificate shall show specifically the classification of the group). Persons with Benchmark Disabilities, EWS. Meritorious Sports Persons and Ex-Service Men.

2. The applicant, who intend to claim age relaxation under Backward Classes (A,B,C,D or E), shall submit community certificate (duly attested by Gazetted Officer). In case of failure to submit certificate, his/her candidature will be considered the Competition against Open Competition.

3. The applicants who intend to claim age relaxation under Persons with Benchmark Disabilities category, shall submit the certificate (duly attested by Gazetted Officer) issued by the Medical Board specifying the nature of disability and the percentage of disability.

4. The applicants, who intend to claim Servicemen age relaxation under Ex-category, shall submit the Discharge Certificate (duly attested by Gazetted Officer).

5. The applicant has to produce original certificates on the day mentioned by the District Legal Services Authority, Vizianagaram for verification. The applicant fails to produce any of the required certificates; his/her candidature will be rejected.

6. Proof/Certificate in respect of local candidature (In terms of Presidential Order, 1975) i.e, Study certificate/Transfer certificate from Educational institution for a period of 4 years preceeding the date of qualifying examination

7. Residential/nativity certificate from M.R.O. for a period of not less than 4 years preceding the date of qualifying examination.

8. Self addressed envelope (duly stamped worth Rs. 75/-) for speed post with acknowledgement due shall be enclosed to the application.

#### **V MODE OF RECRUITMENT:**

1. The examination will be of the standard, which will be consistent with the educational qualification prescribed for the post. The question paper of the examination shall be objective type with multiple choices.

2. The duration of examination will be 90 minutes and examination pattern will be as follows.

Name of the Post	Mode of the Exam	Marks for written test	Marks for Interview (Viva Voice)
Front office Coordinator	Off line (OMR)	75	25

The selection shall be made through following stages

1. Written Examination

2. Interview (VIVA VOICE)

## **Examination Pattern**

1.	Mode Off-Line (OMR)
2.	Duration 90 minutes
3.	Maximum Marks for Written examination 75
4.	Maximum Marks for Oral Interview (VIVA VOICE) 25

## **Syllabus and Marks**

S.No.	Mode of Test	Front Office Coordinator
1.	Written Examination and marks	1. General English 2. General Aptitude 3. Basic Knowledge in computers
II	Oral Interview (VIVA VOICE)	25 marks.

3. The successful candidates will have to appear for interview (Date of Examination will be specified in the Hall ticket).

4. For the examination in respect of General Knowledge, the question paper will be in English and Telugu languages. In case of ambiguity, the English version shall be treated as final.

5. The Meritorious candidates in 1:3 ratio will be called for Interview.

6. Mere securing minimum qualifying marks will not vest any candidate with a right to be considered for the selection.

7. If applications are received in high number, the appointing authority reserves the right to hold a computer based preliminary examination for scrutiny/ short listing for main examination.

8. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,

i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service..

ii. That his/her character and antecedents are such as to qualify him/her for such service; and

iii. He/she is a citizen of India.

### **I MERIT LIST:**

1. Merit list will be based on the marks obtained by the candidates in the examination and interview for the post of Record Assistant.
2. Merit list will be based on the marks obtained by the candidates in the examination and Interview.
3. Where two or more candidates get equal number of marks in the Examination, the elder in age will be considered for provisional selection. In case of a tie in age also, the candidate, who possesses higher educational qualification would be considered. In case of tie in higher educational qualification, the candidate with highest marks in the prescribed educational qualification would be considered.
4. The District Legal Services Authority, SPSR Nellore District has decided to normalize the scores of the candidates for the examinations, which are to be conducted in multi-shifts and will take into account any variation in the difficulty levels of the question papers across different shifts. The normalization is done based on the fundamental assumption that "in all multi-shift examinations, the distribution of abilities of the candidates is the same across all the shifts". This assumption is justified since the number of candidates appearing in multiple shifts is large in number for the examinations conducted by the District Legal Services Authority, SPSR Nellore District and the procedure for allocation of examination shift to the candidates is random. If necessary the District Legal Services Authority, SPSR Nellore District will conduct the examination in shift basis.

### **VII EXAMINATION FEE:**

- a) The applicants, who are under Open Competition/EWS/BC category have to pay examination fee of Rs. 1000/- (Rupees One Thousand only) towards application processing fee and examination fee, whereas the applicants who are SC/ST/PBD category have to pay Rs.500/- (Rupees Five Hundred only). Only the applicants belonging to a community recognised as SC/ST in the State of A.P. alone are entitled for the concessional payment of examination fee of Rs.500/-
- b) The candidates shall pay separate fee for each post applied.
- c) The Application/Examination fee shall be paid by way of Demand Draft obtained from any nationalized bank in favour of Secretary, District Legal Services Authority, SPSR Nellore District.
- d) The application/Examination fee once paid will not be refunded even if the application is rejected for any reason or the recruitment Notification is cancelled for any reason.
- e) The District Legal Services Authority, SPSR Nellore District reserves the right to allot the applicant any centre depending on the availability of the resources, Request for change of the centre will not be entertained.

**VIII GENERAL INSTRUCTIONS:**

1. Selection will be made as per the A.P. State Legal Services Authority Service Rules, 1999.
2. Mere applying for a post will not give any right to any person to be considered for appointment.
3. A person in a bigamous marriage shall not be eligible for appointment
4. No person, who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State service or from the service be eligible for Authorities, shall be eligible for appointment
5. No person, who has been convicted by a Court of Law for an offence involving moral turpitude, shall be eligible for appointment.
6. No T.A. and D.A. will be paid to the candidates who appear for the examination/skill test/interview.
7. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.
8. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.
9. Correspondence will not be entertained by the District Legal Services Authority, Vizianagaram under any circumstances. Incomplete/incorrect application will be summarily rejected at any stage.
10. If suppression of information/furnishing of false information is noticed, either in the application or in the enclosures, at any stage before the final selection the application of the candidate will be summarily rejected. In addition the candidate will also be liable for appropriate action/prosecution as per law.
11. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for final selection.
12. This appointment shall be covered by the Contributory Pension Scheme.

*[Signature]*  
Secretary,  
DLSA, Nellore,

12/1/26

*[Signature]*  
CHAIRPERSON –CUM-PRL, DISTRICT AND SESSIONS JUDGE,  
DISTRICT LEGAL SERVICES AUTHORITY  
SPSR Nellore District.

Dy No. 55  
12/1/2026

To

1. All the Judicial Officers in the District to cause affix of the same on the Notice Board of their respective Courts.
2. All the Chairmen, Mandal Legal Services Committees In the SPSR Nellore District.
3. All the Chairmen, District Legal Services Authorities In the state of Andhra Pradesh

4. The District Collectors of SPSR Nellore District with a request to cause display of the same in the Notice Board and to circulate to all the departments under your control.
5. The District Employment Officers of SPSR Nellore District with a request to cause display of the same in the Notice Board.
6. The Administrative Officer, District Court, SPSR Nellore District to cause affix of the same on the Notice Board.
7. The District Public Relations Officer, SPSR Nellore District for cause necessary publicity.
8. The Notice Board of District Legal Services Authority: SPSR Nellore District
9. The E-courts for displaying in the same in website.

Copy submitted to:

The Member Secretary, A.P. State Legal Services Authority, Amaravathi for favour of information.

DISTRICT LEGAL SERVICES AUTHORITY,  
DISTRICT COURT COMPLEX, SPSR NELLORE  
DISTRICT

APPLICATION FOR THE POST OF \_\_\_\_\_

**(Notification No.02/03/2026, dt.12-01-2026)**

NAME OF THE POST APPLIED FOR \_\_\_\_\_

1. Name of the applicant :  
(In capital letters)
2. Father's Name / Husband's Name :
3. Gender :
4. Date of Birth :  
(enclose relevant certificate)
5. Age as on 01.01.2026 :
6. Address for communication :
  - a) Present Address
  - b) Permanent Address
7. Contact Details : Mobile/ WhatsApp No. \_\_\_\_\_  
Land line no.(if any): \_\_\_\_\_  
Alternate Contact no.: \_\_\_\_\_  
e-mail ID: \_\_\_\_\_
8. If he/she belongs to OC/BC/SC/  
ST category (specify sub group):  
(copy of certificate to be enclosed)
9. Whether belongs to benchmark  
Disabilities category :  
(Specify the nature of disability  
and enclose copy of certificate)
10. Are you belongs to Ex-Service  
Man category (if so please  
Specify)

11 Are you involved in any criminal Case (if so furnish the case details): (including the conviction, if any)

12 Educational qualifications:

a) Academic

Examination passed	Name of the Board/ University/School	Month and Year of passing with registration number	Division of Pass	Percentage of Marks secured

b) Technical Qualification, if any:

c) Special Skills  
(With certificates)

d) Others, if any

12. Previous work experience  
With specialization/Special skills, if any

13. Particulars of D.D. enclosed

### DECLARATION

I solemnly declare that the above information furnished by me and all the statements made in this application are true and correct to the best of my knowledge and belief and if any information found to be false in future, I will be liable for any action to be taken against me as per rules.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications, etc., prescribed for appointment to the post to which I have applied.

Station:

Date:

Signature of the Applicant

ORIGINAL

DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT COMPLEX, SPSR NELLORE  
HALL TICKET (ORIGINAL) FOR WRITEN EXAMINATION TO THE POST OF \_\_\_\_\_

(To be filled by the candidate)

Hall Ticket No. \_\_\_\_\_

5. Name of the Candidate
6. Father's/Mother's / Husband's Name
7. Date & Time of Examination
8. Place of Examination

Aixpotograp  
Duly attested by  
the Gazetted  
Officer

Signature of the candidate

Signature of the Secretary,  
DLSA., SPSR NELLORE

(Note:-Sl.Nos.1,2 shall be filled and  
Duly signed by the applicant)

DUPLICATE

DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT COMPLEX, SPSR NELLORE  
HALL TICKET (ORIGINAL) FOR WRITEN EXAMINATION TO THE POST OF \_\_\_\_\_  
(To be filled by the candidate)

Hall Ticket No. \_\_\_\_\_

5. Name of the Candidate
6. Father's/Mother's / Husband's Name
7. Date & Time of Examination
8. Place of Examination

Aixpotograp  
Duly attested by  
the Gazetted  
Officer

Signature of the candidate

(Note:-Sl.Nos.1,2 shall be filled and Duly signed by the applicant)

Signature of the Secretary,  
DLSA., SPSR NELLORE